



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

August 30, 2010

Approved
11/29/2010

MEMBERS PRESENT	MEMBERS ABSENT	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Anthony Braswell, <i>Co-Chair</i>	None	Jane Nachazel
Nettie DeAugustine	Sergio Aviña		Glenda Pinney
Whitney Engeran-Cordova	Al Ballesteros		Jim Stewart
Michael Johnson	Jeffrey Goodman	PUBLIC	Craig Vincent-Jones
Lee Kochems	Brad Land		Nicole Werner
Mario Pérez	Kathy Watt	Robert Butler	
Angélica Palmeros	Fariba Younai	Miki Jackson	

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 8/30/2010
- 2) **Minutes:** Executive Committee Meeting, 8/2/2010
- 3) **Table:** Los Angeles County Commission on HIV, Executive Committee, FY 2010 Work Plan, 8/30/2010
- 4) **Table:** Los Angeles County Commission on HIV, Monthly Task Priority Plan, September 2010, 8/30/2010

1. **CALL TO ORDER:** Ms. Bailey called the meeting to order at 10:25 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (**Postponed**).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 8/2/2010 Executive Committee Meeting minutes, as presented (**Postponed**).
4. **PARLIAMENTARIAN REMARKS:** There was no report.
5. **PUBLIC COMMENT, NON-AGENDIZED:** Mr. Land suffered had open heart surgery, and seemed to be recovering well.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:**
 - A. **Annual Meeting:** Mr. Vincent-Jones noted the 10/14/2010 meeting will be at the Wilshire Plaza Hotel across the street, but participants should park in the Commission building lot. Donna Yutzy will facilitate. Each working committee is preparing materials.

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9. EXECUTIVE DIRECTOR'S REPORT:

- Mr. Vincent-Jones noted that the Commission Standards of Care poster won the "Innovation in Programming" award at the Ryan White All-Grantees meeting. The Commission also presented five workshops, three of which were in partnership with OAPP.
- He also corrected a statement made at the prior Executive Committee meeting that indicated the Commission had cancelled several meetings in 2010. The Commission cancelled no meetings; JPP cancelled two; Operations cancelled two; P&P scheduled numerous meetings tentatively, but cancelled those not needed, and held more than double their regular meetings; SOC, replaced one committee meeting with an extended subcommittee meeting.
- Executive Committee Work Plan items include its Handbook and Fact Sheet in September.
- Item A.6., Commission/PPC Integration Work Group will discuss possible integration of prevention into the Continuum of Care at the next meeting. The Continuum approved by the Commission was designed to accommodate prevention as well. Integration of prevention in the continuum, in whole or in part, would be a first step. Mr. Vincent-Jones has offered to engage Doc Klein to facilitate the necessary work at PPC should they decide to move ahead.
- Mr. Vincent-Jones added that, as he has noted before, he would like to present the Continuum to OAPP senior managers or staff.
- There has been some discussion of a joint meeting, as well as collaboration on Testing and Linkage to Care (TLC+) Plus Treatment.
- Regarding the Monthly Task Priority Plan, Mr. Vincent-Jones noted he added columns for the initial estimate, actual time needed and the variance, as well as a column to indicate work plan task numbers. He also color-coded items: red for new items; teal, completed but additional work needed; blue, completed in previous months; and, black, completed during the current month.
- Items completed in the past month were the Commission Work Plan, which took about three times as long as estimated; the Policies and Procedures Manual Table of Contents which took about a week as opposed to the estimated day; and the Committee information request to OAPP, which took about a day. Other items pertained to All Grantees preparation and took about the time estimated. He noted he was gone for about a week at the All Grantees meeting.
- He suggested the following priorities for the coming month:
 - 1) **USCA 2010 Evaluation of Service Effectiveness (ESE) Poster and Decision-Making Techniques Workshop:** The poster is new, and the workshop is being revised significantly from the All Grantees presentation.
 - 2) **Sole Source Requests/RFP Scope of Work—Donna Yutzy, Uncharted Territories (Doc Klein), Mosaica, Compass, Judy Walker, Kathleen Clannon and Phil Meyer Sole Source Requests; Assessment of the Administrative Mechanism (AAM) RFP:** The seven Purchase Orders must be submitted now to be approved in time to support work. Each takes a day or more to prepare. Compass agreed to do the web-based trainings for \$15,000, which is about one-tenth of the open market cost. The AAM process needs to be initiated promptly.
 - 3) **ESE Surveys and Policy/Procedure #05.6102, Standards of Care Oversight and Development:** The immediate ESE goals are to distribute surveys and request service and cost utilization data for the financial analysis from OAPP.
 - 4) **Committee Fact Sheets/Handbooks and Policy/Procedure #05.8001, Grievance Procedures for Consumers and Stakeholders:** The fact sheets and handbooks are needed for the Commission's Annual Meeting.
 - 5) **Comprehensive Standards of Care Production:** This is an ongoing priority.
 - 6) **Briefs—Health Care Reform (Medi-Cal) and Immigration/Naturalization:** The Health Care Reform Brief was completed 6/26/2010, but must be reviewed to address additional comments and Mosaica suggested reviewing it for readability. JPP will review the Immigration/Naturalization Brief following attorney and work group review.
 - 7) **Comprehensive Training Plan:** The Operations Committee is holding an all-day meeting to finalize the plan.
- The Committee discussed how briefs are reviewed. Mr. Pérez noted the importance of community review as the public tends not to distinguish among bodies that release documents, so a Commission document may have countywide implications.
- He indicated, for example, that misinformation about the Minority AIDS Initiative (MAI) originated from Commission documents used in a Health Deputy briefing. Mr. Vincent-Jones responded that Commission staff is not only entitled to but expected to support Commissioners meeting with their respective Health Deputies. He added that the MAI experience exemplifies the need to vet documents outside a public forum, though the draft Mr. Pérez referred to was vetted at Committee meeting in which OAPP representatives participated, and changed little before its final release.
- Mr. Vincent-Jones noted committees have traditionally been involved in the development of briefs under their purview. As committees are public forums, briefs are brought to committees or work groups for review and consensus. Individuals who

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express an interest in a subject are brought in during the development phase, though relatively few have volunteered to participate in the past.

- Mr. Butler felt the Executive Committee should be the forum for final consensus on a brief, but the process should move swiftly as delays harm consumers by withholding valuable information from them. Ms. Palmeros indicated, for example, that her clinic routinely struggles to help the undocumented, and the brief would be very helpful.
- Mr. Vincent-Jones indicated that he is currently drafting a Policy/Procedure for brief development. One possibility he is considering includes Executive Committee review, following pertinent committee review for more controversial issues.
- Ms. Jackson said the process should include appropriate vetting, but not in a way that slows release of often timely material so that it is irrelevant. She has found no problems to date and felt briefs have consistently helped address community needs.
- Mr. Engeran-Cordova felt some issues addressed in the briefs could be overly controversial, such as the topical nature of the Immigration/Naturalization Program/Planning Brief. Additional vetting for such issues is appropriate and should address possible consequences of advancing contentious issues. His concerns for the Brief are: 1) substantive policy briefs should require a vote; 2) immigration issues are extremely controversial and can affect how the Commission and County are viewed; 3) documents on such issues can be incendiary, even if all information in them is factual.
- Mr. Vincent-Jones said a work group has volunteered to review the Brief, in addition to an attorney who specializes in the subject matter, so it will be significantly vetted before it is presented to JPP. The Brief educates PWH/A on naturalization options specifically available to them due to their HIV status or sexual/gender orientation.
- Mr. Pérez preferred that the Brief be delayed in view of ongoing issues with Sacramento. If not delayed, he expressed concern that it is being developed differently than other documents, such as the Ryan White Reauthorization Principles. Mr. Vincent-Jones responded that the development of the Brief is following the same process that was used for the Reauthorization Principles.
- Mr. Stewart felt legal review is appropriate due to the nature of the Brief, but after that, the process used in prior precedence could be used.
- Mr. Pérez expressed concern that Compass, the company that has agreed to provide services to develop the web-based trainings at a significantly reduced cost, and could be a possible proposer for OAPP's upcoming data management RFP and might complicate the data management RFP. He suggested the Commission not use Compass, or, at a minimum, delay their engagement until after OAPP's data management vendor is selected.
- Mr. Vincent-Jones responded that the possibility a current vendor may apply for another County contract should have no bearing on their engagement for separate activities; that vendors often work for multiple County contracts at the same time; that OAPP and the Commission are not even in the same County departments; that it would be unethical to assume a vendor's actions; that Compass is entitled to apply for other contracts, and its status as a current vendor is no different than if the current OAPP data management vendor submits a proposal to the RFP; that Compass has agreed to provide services to the County at a significant savings to the County for a key Commission initiative that is required by HRSA; and that the data management RFP has been scheduled to be released for almost two years.
- ➡ Mr. Vincent-Jones agreed to a discussion with Mr. Pérez about steps to mitigate any appearance of favoritism engaging Compass for the development of the web-based trainings, given that Compass is also a likely applicant for OAPP's forthcoming data management contract.
- ➡ Mr. Pérez has reviewed the draft Memorandum Of Understanding (MOU) with Mr. Baker, Michael Green and Carlos Vega-Matos. He noted OAPP is ready for a meeting with the Commission to finalize the document. It was agreed to identify a meeting time in the near future.
- ➡ Mr. Vincent-Jones will discuss the possibility of using the Chief Executive Office (CEO) expedited process instead of the standard RFP to initiate the AAM process with Mr. Johnson. The CEO process would be quicker if applicable.

10. OAPP REPORT:

- Mr. Pérez noted the HRSA Part A application is due 10/15/2010. The Guidance includes significant changes such as increased emphasis on TLC+ and identifying where undiagnosed PWH are regarding, e.g., risk groups and racial/ethnic populations. OAPP has begun to review data needed from the HIV Epidemiology Program (HEP), some of which will be using surveillance data for the first time, e.g., where/when someone was tested and where/when they entered into care.
- In addition, \$25 million in supplemental funds has been allocated for state ADAP programs with approximately \$2.4 million coming to California. Funds are expected by the end of August. It is not yet known how California will allocate those funds, though Mr. Pérez expected they would be used to alleviate ADAP costs. He felt it would be more useful to mitigate previous

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cuts, until ADAP, itself, is revised to be more cost-effective. The Committee noted other possible uses such as CARE/HIPP and testing.

- OAPP will submit or receive responses on about six other grant applications worth some \$5 million in the next 45 days. There are several from CDC in various stages, including coordination of service integration, expansion of testing with the Sheriff's Department, and one targeted by the CDC to just 12 jurisdictions. NIH has a TLC+ grant that has sparked interest in collaboration from several quarters including UCLA and HEP.
- There was a series of special forums at the All Grantees meeting on the impact of Health Care Reform on Ryan White, both between now and 2014 and after 2014. Several, however, felt more needed to be done. Karen Ingvaldsen, LA's HRSA Project Officer, said conversations were occurring between the HIV/AIDS Bureau (HAB) and the Bureau of Primary Care, though they are not public.
- There are several key questions. Some of these are: What happens when a significant number of clients become eligible for Medicaid, but providers are dissatisfied with Medicaid rates. Will those with HIV expertise also migrate to Medicaid systems? OAPP has discussed issues with Dr. Fielding and Jonathan Freedman from the Department of Public Health. Mr. Freedman, in particular, has been intimately involved in Department of Health Services discussions on the 1115 Waiver, so he is extremely familiar with the issues.
- Mr. Pérez noted he would be out of town for the September Commission meeting.
- ➡ Mr. Pérez said Ayanna Kiburi, Chief, HIV Care Branch, and possibly Brian Lew, Chief, HIV Prevention Branch, Office of AIDS, now have permission to travel. A visit could enhance Ms. Kiburi's understanding of the local HIV/AIDS response. Mr. Vincent-Jones noted that, as Commission member (she has not yet submitted her application), she is expected to attend regularly. A coordinated multi-day visit, however, would be helpful. OAPP and the Commission will review dates for such a visit, possibly around the Annual Meeting.

11. **HIV EPIDEMIOLOGY REPORT:** There was no report.

12. **CONSUMER CAUCUS REPORT:**

- Mr. Butler reported the Caucus chose to develop a work plan and that it will emphasize mobilization, among other activities.
- The Caucus also requested a letter to protest the State Office of AIDS's recent allocation formulae, which have deprived Los Angeles County of needed funding and contradict accepted public health theory and application.

13. **PREVENTION PLANNING COMMITTEE (PPC) REPORT:**

- Mr. Kochers reported the reorganization plan was passed. There are now Executive, plus Internal and External Committees. PPC will review its participation in JPP over the next six months.
- They also recommended OAPP send a letter to the California Planning Group regarding the test kit allocation issue.
- The last five-year Comprehensive Prevention Plan ends in 2013, so work on the next Plan will begin in 2011.
- Mr. Pérez reported that Gregorio Millett, CDC, on detail to the White House Office on National AIDS Policy, visited Los Angeles to meet with researchers. He presented a colloquia on the impact of HIV on African-American MSM.
- ➡ Agreed to obtain a copy of Mr. Millett's presentation for broader distribution.

14. **STANDING COMMITTEE REPORTS:**

A. **Priorities and Planning (P&P):**

- Mr. Vincent-Jones said questions were raised on why Health Insurance Premiums/Cost-Sharing had not yet been implemented. Michael Green, Chief, Planning Division, OAPP, had said one issue was that HRSA prohibited Ryan White funds for Medi-Cal co-payments. That may no longer be the case as it has been verified that several states and jurisdictions are doing so without HRSA prohibiting it. It is understood that HRSA sought its own counsel's advice, which determined that HRSA cannot prohibit use of funds for this purpose, in spite of an oft-cited prohibition against using Federal funds to supplement other Federal funds.
- P&P requested that a letter of inquiry on the matter be sent to HRSA, but JPP requested more information first—concerned that a negative response could be more harmful. In this case, use of Health Insurance Premiums/Cost-Sharing services would be beneficial to ensuring continuity of care through the Major Risk Pool and Health Care Reform.
- Mr. Pérez suggested identifying the other jurisdictions. He felt various levels at HRSA might have different answers.

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➡ Principals from Executive, JPP, P&P and OAPP will discuss whether or not to send the letter by conference call.

B. **Standards of Care (SOC):** Ms. Palmeros said one set of comments to the ESE provider surveys was received to date. HIV Medical OutPatient (HMOP) Caucus information is being collected and should be available for review at the SOC meeting the subsequent Thursday.

C. **Joint Public Policy (JPP):**

- Mr. Engeran-Cordova noted ADAP has received additional funds nationally to alleviate the some 3,000 people on waiting lists. At least 300 people nationwide have been disenrolled due to lowered eligibility criteria, e.g., those in Ohio with more than 500 T-cells and those in several states that have lowered the Federal Poverty Level from 300% to 125%.
- Pharmacy patient assistance programs often match local state criteria, so some people are losing those benefits as well.
- The next meeting will be 9/23/2010, 1:00 to 5:00 pm, for the annual policy/legislative agenda review.

D. **Operations:**

- Mr. Johnson said the new and renewal application revisions are almost complete, with more clearly delineated skills for each. An inventory to identify general skills, as well as specialty skills, needed by the Commission is being developed.
- The training outline is done. The Committee will hold a full day meeting to flesh it out.
- The policy/procedure on consumer representation at meetings was fully discussed and will be returned to the Commission for approval without additional changes.
- The nomination of Al Ballesteros to the District 1 representative seat was approved and will go forward to the Commission for approval and submission to the Board of Supervisors for appointment.

15. **NEXT STEPS:**

- ➡ Mr. Vincent-Jones noted the 11/11/2010 Commission Meeting conflicts with Veteran's Day. It was agreed to move it to 11/4/2010 unless the space is not available, in which case it will moved to 11/18/2010.

16. **ANNOUNCEMENTS:**

- Ms. DeAugustine reported Medi-Cal stopped paying its bills the previous week though bills can still be submitted.
- Ms. Palmeros announced Eric Walsh, MD, from Orange County has been appointed Director, Pasadena Public Health.
- Ms. Bailey reported the Orange County planning council co-chairs are interested in attending the Commission's Annual Meeting.

17. **ADJOURNMENT:** The meeting was adjourned at 12:05 pm.